

Board of Public Works-Finance Committee
Public Services Building
Large Conference Room
2650 LaFranier Rd, Traverse City, MI 49686

Meeting Agenda

Wednesday, February 2, 2022 @ 1:00 p.m.

2021 Officers:

Chair:	Doug White
Vice-Chair:	Beth Friend
Secretary:	Jeff Shaw

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ELECTIONS

1. Chair
2. Vice Chair
3. Secretary

PUBLIC COMMENT

Refer to Rules under Public Comment/Input on the back of Agenda

APPROVAL OF AGENDA

APPROVAL OF THE MEETING MINUTES

The meeting minutes of January 5, 2022 are approved unless there are any changes 1

AGENDA ITEMS

1. Summary of Prepaid Claims 3
2. Memo Re: DPW Update 5
3. Memo Re: DPW Responsibilities 6

PUBLIC COMMENT

Refer to Rules under Public Comment/Input on the back of Agenda

NOTICES

1. The next regular BPW Meeting will be held on Thursday, February 10, 2022 at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, March 2, 2022 at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd.

ADJOURNMENT

Link to website for agenda & packet

http://www.co.grand-traverse.mi.us/departments/public_works/Agenda_Packets.htm

RULES AND PUBLIC COMMENT / INPUT

1. All cell phones shall be switched to silent mode or turned off.
2. Any person may make a video, audio or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.
3. Any person shall be permitted to address a meeting of the Board of Public Works which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures:
 - A. Any person wishing to address the Board shall state his or her name and address.
 - B. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Board Member's questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed (3) minutes.
 - i. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
 - ii. Whenever a group wishes to address the Board, the Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15 minutes).

AUXILIARY AIDS AND SERVICES

Grand Traverse County will provide reasonable auxiliary aids and services; such as, signers for the hearing impaired or audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon (48)forty-eight hours-notice to Grand Traverse County. Individuals with disabilities requiring auxiliary aids or services should contact the Grand Traverse County Department of Public Works at (231) 995-6039.

Link to website for agenda & packet

http://www.co.grand-traverse.mi.us/departments/public_works/Agenda_Packets.htm

Grand Traverse County Board of Public Works-Finance Committee

Public Services Building

Large Conference Room

2650 LaFranier Rd, Traverse City, MI 49686

Meeting Minutes

Wednesday, January 5, 2022 @ 1:00 p.m.

2021 Officers:

Chair:	Doug White
Vice-Chair:	Beth Friend
Secretary:	Jeff Shaw

CALL TO ORDER

The Chair called the meeting of the Grand Traverse County Board of Public Works Finance Committee to order at 1:05 p.m. The Secretary was present.

ROLL CALL

PRESENT: Jeff Shaw, Chuck Korn, Beth Friend, and Doug White

ABSENT: Rob Manigold

STAFF: John Divozzo and Dianne Thompson

Also Present: Bob Fudge and Art Krueger, City Director of Municipal Utilities.

PUBLIC COMMENT-none

APPROVAL OF AGENDA

MOTION by CHUCK KORN to approve the agenda as presented; second by Doug White.

The Motion PASSED unanimously.

APPROVAL OF MEETING MINUTES

1. There were no objections, so the meeting minutes of December 1, 2021, are approved as presented.

AGENDA ITEMS

1. Summary of Prepaid Claims

The Committee had no questions or objections. The claims were moved to the BPW for approval.

2. STF Service Agreement-2022 Amendment

The County bid out these services in 2018 and accepted an 8-year contract with Jacobs. The contract was revised in 2020 to include emergency services. An annual increase of 2.25% is authorized by contract and Jacobs is requesting this increase in 2022. Staff reviewed the terms and recommends approval by this committee and the BPW.

MOTION by BETH FRIEND to Recommend to the BPW the 2022 Service Agreement 2022 Amendment with Jacobs; second by Jeff Shaw.

The Motion PASSED unanimously.

PUBLIC COMMENT- Art Krueger, City Director of Municipal Utilities reported that they continue in their efforts to secure funding with a low interest rate and 30% loan forgiveness.

NOTICES

1. The next Regular BPW Meeting will be held on Thursday, 13, 2022 at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, February 2, 2022, at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd

The Chair adjourned the meeting at 1:18 p.m.

Date: _____

Finance Committee Chair

Finance Committee Secretary
(Approved as to form and content)

Drafted by: _____
John Divozzo

TO: BPW Finance Committee

DATE: February 2, 2022

Disposition Sought: Approval

DPW Claims Summary		Summary of Prepaid Claims Paid 12/21/2021		Summary of Prepaid Claims Paid 12/28/2021		Summary of Prepaid Claims Paid 1/6/2022		Summary of Prepaid Claims Paid 1/6/2022		Summary of Prepaid Claims Paid 1/13/2022		Summary of Prepaid Claims Paid 1/13/2022		Summary of Prepaid Claims Paid 1/19/2022		Summary of Prepaid Claims Paid 1/19/2022		Summary of Prepaid Claims Paid 1/26/2022		Summary of Prepaid Claims Paid 1/26/2022		TOTAL	
		Budget		Budget		Budget		Budget		Budget		Budget		Budget		Budget		Budget		Budget			
DPW-STF-Hoch Rd	690 443	\$3,592.24		\$3,409.03		\$4,489.31		\$234.37		\$1,665.01		\$0.00		\$3,312.22		\$6,124.53		\$531.43		\$24,323.89			
Acme Sewer	690 444	\$170.65		\$729.15		\$148.49		\$1,120.82		\$0.00		\$355.41		\$887.62		\$60,496.12		\$164.98		\$64,609.27			
East Bay Sewer	690 445	\$101.32		\$57.90		\$651.38		\$1,183.83		\$881.63		\$95.74		\$908.14		\$79,679.99		\$203.05		\$84,412.12			
Garfield Sewer	690 446	\$438.88		\$224.49		\$2,624.76		\$2,667.42		\$0.00		\$0.00		\$1,618.03		\$191,806.40		\$681.20		\$200,925.70			
Garfield Water	690 448	\$4,292.75		\$4,628.07		\$2,256.40		\$4,260.61		\$74.98		\$1,245.20		\$855.28		\$1,729.33		\$7,635.00		\$29,795.76			
Elmwood Sewer	690 449	\$0.00		\$170.00		\$0.00		\$922.44		\$0.00		\$0.00		\$0.00		\$29,379.23		\$157.01		\$32,460.90			
Peninsula Sewer	690 451	\$39.35		\$279.13		\$0.00		\$411.08		\$0.00		\$146.39		\$365.87		\$11,019.27		\$81.79		\$12,608.47			
East Bay Water	690 452	\$387.00		\$4,312.50		\$7,727.16		\$2,411.33		\$220.85		\$0.00		\$953.38		\$1,476.97		\$276.45		\$18,550.64			
Peninsula Water	690 458	\$1,433.34		\$0.00		\$22.48		\$826.18		\$0.00		\$143.26		\$360.00		\$386.69		\$211.10		\$4,976.29			
Elmwood Water	690 459	\$0.00		\$882.65		\$25.08		\$347.95		\$0.00		\$0.00		\$90.00		\$367.39		\$871.92		\$2,584.99			
Acme Water	690 460	\$0.00		\$0.00		\$2.57		\$42.74		\$0.00		\$352.26		\$0.00		\$270.10		\$46.19		\$713.86			
Elmwood/Greilickville Water	690 462	\$0.00		\$0.00		\$8.35		\$173.19		\$0.00		\$0.00		\$205.00		\$93.07		\$4.20		\$483.81			
Whitewater Sewer	690 465	\$0.00		\$0.00		\$36.87		\$26.12		\$0.00		\$0.00		\$45.00		\$2.03		\$0.00		\$110.02			
Sewer & Water Totals		\$10,455.53		\$14,692.92		\$17,992.85		\$14,628.08		\$2,642.47		\$2,338.26		\$10,432.26		\$382,831.12		\$10,864.32		\$476,555.72			
DPW-STF-Hoch Rd	697 443	\$0.40		\$3.60		\$133.57		\$810.73		\$1.78		\$0.00		\$3.51		\$6.47		\$0.56		\$960.85			
Hoch Road Totals		\$0.40		\$3.60		\$133.57		\$810.73		\$1.78		\$0.00		\$3.51		\$6.47		\$0.56		\$960.85			
Septage	590 470	\$21.47		\$191.00		\$40,154.02		\$2,241.56		\$93.30		\$9,963.00		\$185.56		\$32,642.26		\$119.94		\$96,798.30			
Septage Totals		\$21.47		\$191.00		\$40,154.02		\$2,241.56		\$93.30		\$9,963.00		\$185.56		\$32,642.26		\$119.94		\$96,798.30			
GRAND TOTALS		\$10,477.40		\$14,887.52		\$58,280.44		\$17,680.37		\$2,737.55		\$12,301.26		\$10,621.33		\$415,479.85		\$10,984.82		\$574,314.87			

DPW CLAIMS AND ACCOUNTS

PROCUREMENTS

MONTH OF DECEMBER 2021

INVOICE CLOUD

2024-2021-11

11/30/2021

690/BILL SPLIT/ 818.00

CONTRACT SERVICES

\$460.55

DPW PORTION OF BILLING SERVICE CONTRACT
SPLIT BETWEEN ALL TOWNSHIPS - NOVEMBER 2021

AMAZON

2484255

12/2/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$132.43
\$7.42
\$0.14
\$139.99

OFFICE SUPPLIES

AMAZON

9030647

12/2/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$52.88
\$2.96
\$0.06
\$55.90

OFFICE SUPPLIES

AMAZON

8022643

12/2/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$144.97
\$8.12
\$0.15
\$153.24

OFFICE SUPPLIES

EBAY

3-07956-34437

12/3/2021

690/ 443/ 932.00
590/ 470/ 932.00
697/ 443/ 932.00DPW - GENERAL
STF
HOCHEQUIP REPAIR & MAINT
EQUIP REPAIR & MAINT
EQUIP REPAIR & MAINT\$21.19
\$1.19
\$0.02
\$22.40

RESET BREAKER FOR PORTABLE GENERATOR

AMAZON

8827454

12/6/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$17.51
\$0.98
\$0.02
\$18.51

TONER CARTRIDGES - BILL PRINTER

AMAZON

3307441

11/19/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$275.74
\$15.45
\$0.29
\$291.48

PRINTER INK CARTRIDGE - BLACK (4)

AMAZON

4331431

12/5/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$539.13
\$30.21
\$0.57
\$569.91

OFFICE SUPPLIES - AUDIO/VISUAL

AMAZON

145878

12/7/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$84.07
\$4.71
\$0.09
\$88.87

WEBCAM & OFFICE SUPPLIES

AMAZON

1563400

12/10/2021

690/ 443/ 727.00
590/ 470/ 727.00
697/ 443/ 727.00DPW - GENERAL
STF
HOCHOFFICE SUPPLIES
OFFICE SUPPLIES
OFFICE SUPPLIES\$82.87
\$4.64
\$0.09
\$87.60

CARTRIDGE REPLACEMENT - OFFICE SUPPLIES

INVOICE CLOUD

2024-2021-12

11/30/2021

690/BILL SPLIT/ 818.00

CONTRACT SERVICES

\$670.30

DPW PORTION OF BILLING SERVICE CONTRACT
SPLIT BETWEEN ALL TOWNSHIPS - DECEMBER 2021

TOTAL PROCUREMENTS FOR DECEMBER 2021

TOTAL

\$2,098.20



MEMO

To: BPW Finance Committee
From: John Divozzo
Date: 1/26/22
Subject: DPW Update

This memo is intended to give a brief update to current happenings at the DPW:

1. We have hired a Manager, Kent Nothstine, who will begin on February 28, 2022.
2. Jackie Richards has stated she is retiring in late February or early March. Staff is posted this position so that we may be able to get a replacement before she leaves.
3. SCADA asset management is a priority for 2022 and we should be able to present a plan by our March meeting. This plan will detail priority replacement of SCADA infrastructure and a possible move to cellular technology.
4. Temporary staffing will resume this Spring in the hopes of making progress on our overall asset management plan.
5. Future permanent staffing levels and pay scales will be presented early in the 2023 budget process. This will include additional maintenance personnel and classification upgrades for two office staff. This was presented with the wage study, but the final report presented findings in a different format.

As far as staffing levels and upgrades are concerned, no actions will be taken without Board approval, but staff is expecting to present a report to the Board prior to May/June meetings.

Thank you.



MEMO

To: BPW Finance Committee
From: John Divozzo
Date: 1/25/22
Subject: DPW Responsibilities

At our last Board meeting, staff was asked to discuss various responsibilities of the DPW regarding grants, long-term planning, and overall capital planning. This memo is intended to give a brief general statement as an answer to the question.

The Townships have contracted with the County to 'manage' their respective water/sewer systems. The BPW is the County's Agent regarding utilities and carries out these duties through the DPW.

By contract, the DPW is responsible for the daily administration, operation, and maintenance of these systems. This responsibility begins at 'turnover'.

Administration is the permitting, billing, collecting, and budgeting for the systems. This work includes new connections, customer service, account management, regulatory requirements, communications, meetings, and personnel management.

Operation is the process of insuring that the systems are working properly and within the confines of the law. This work requires licensing and state reporting, sample collection and testing, chemical treatment, tapping, metering, and recording of daily information related to each system.

Maintenance is a subcategory of operation and literally means performing maintenance on the systems and their components.

Capital Planning is not specifically identified in the contracts. This task can be divided the same categories as above. As such, the DPW accepts its responsibility to perform some planning on system components, staffing, equipment, etc.

Long-term planning is not specifically mentioned in the contracts and typically is not performed by the DPW. The DPW assists with the planning by providing data, identifying issues at certain stations, communicating with EGLE, and informing the Townships. The DPW would also coordinate certain activities with the Township Engineer.

The Township Engineers perform long-term planning through capacity/reliability studies and including capital planning for long-term functionality of the systems.

Long-term planning can be managed by the DPW, but typically has started at the Township level.

The DPW is usually not formally aware of these plans but is included in the development of the status quo scenario.

This relationship has been in place for decades and has advantages and disadvantages. The DPW typically defers to the Township.

There are projects that benefit one township over another, and those types of projects would not require full participation by all the townships. The SCADA system is interconnected to all systems and falls under direct authority of the DPW. Any review or study to be performed on the SCADA system would be administered by the DPW. All other long-term projects would be administered by the Townships, unless specifically given to the DPW.

Communication amongst all parties is key to ensuring that daily activities and long-term planning are completed for all parties.

We will discuss at our next meeting(s) and hopefully we are all on the same page moving forward.

Thank you.